



**SUPERINTENDENT'S ADVISORY:
DAILY SIGN-IN AND OUT PROCEDURES
FOR ALL STAFF AND VISITORS
(SA-2)**

August 24, 2016

Introduction

This **Superintendent's Advisory Regarding Daily Sign-In and Sign-Out Procedures for All Staff and Visitors (SA-2)** outlines key procedures that are important to follow in order to maintain a safe environment for both staff and students and to support the district's newly updated emergency response procedures. During the course of the 2015-2016 School Year, Salem Public Schools updated its emergency response procedures and guidelines and new Staff Safety Handbooks have been shared with each school. Although these procedures provide guidelines for staff responses to an emergency or crisis situation, additional efforts are needed to ensure that each school operates under the highest possible safety standards on a daily basis.

In particular, should an emergency situation arise within one of Salem's school buildings, the Salem Police, Fire, or other first responders must be able to quickly and easily obtain a list of which staff and visitors may or may not be present within the building. The enclosed procedures provide all schools, departments, and all staff with guidance on the expectations we have set to ensure safety for all staff, students, and visitors within the district. The guidelines apply to ALL Salem Public Schools employees as well as all visitors, including other Salem Public Schools staff members, who enter an SPS building.

Daily Sign-In/Out Procedures for All Employees & Visitors

All schools and district departments will implement daily sign-in/out procedures beginning September 1, 2016. Knowing the physical presence or whereabouts of all employees as well as visitors in a school building improves the ability of the Salem Police, Fire, or other authorities to quickly determine which staff members are inside a particular building at any point in time, should an emergency situation unfold.

a. Methodology

The goal of the Sign-in/Out procedure is to be able to identify which staff and visitors are (or are not) in a school building each day and to be able to provide as accurate a record as possible to first responders should the need arise. There are a variety of different methods by which a school or department could implement such a procedure and each are encouraged to review, discuss, and

select a method that works best for your school and/or departmental culture and scope of work. School and departmental leaders may select any method so long as it meets the following criteria:

- Applies to all employees in the building, regardless of seniority or role
- Ensures that all visitors sign-in and out upon entry and exit of the building
- Is consistently practiced on a daily basis
- Ensures an accurate and easily accessible record of which employees are physically present within our school or other buildings for emergency response purposes

Possible methods to be considered may include daily sign-in/out procedures to be paper-and-pencil, electronic, phone-in or another method that fits the size and type of work performed within the unit. While most schools will likely have one designated sign-in area, larger schools housing district office staff (e.g., Collins Middle School and Salem High School) may establish more than one designated sign-in area. For these cases, the Superintendent expects the departmental leaders within these buildings to work closely with the school leader to develop a workable Sign-in/Sign-out plan as well as coordination of the multiple sign-in sheets as needed. The Superintendent shall review and approve the final Sign-in/Sign-out procedures for these buildings prior to implementation.

b. Oversight of the Sign-In/Out List

Each school and/or central office department will assign one employee to serve as the primary Sign-In/Out Liaison (SI/SO Liaison). The SI/SO Liaisons shall be responsible for maintaining the daily Sign-in and Sign-out records and for coordinating these with school- or departmental-based attendance liaisons as well as with the principal/department leaders and/or first responders, should the need arise. The Office of Human Capital will provide each school and department with a staff template list that can be used to construct the Sign-in/Out procedure.

c. Expectations for Signing In and Signing Out

All staff and visitors will be expected to follow the daily sign-in procedures established by their school and/or department. In addition, all staff and visitors will be expected to follow the daily sign-out procedures established by their school and/or department. Sign-out procedures should be followed whenever an employee leaves the building and premises, including a lunch break or meeting that may take place off-site. This ensures the most accurate record of which staff members are physically present within a building and thus supporting the highest degree of safety during an emergency situation.

d. Pilot Phase: September 1, 2016 through September 23, 2016

In recognition that this procedure may be new for some schools, departments, and staff members, there will be a Pilot Phase for a period of two weeks for each school/department to test out its proposed methodology for signing-in and out. Schools and departments are encouraged to evaluate each methodology tried to determine a “best fit” for each school and department.

e. Submission of Final Sign-in/Sign-Out Procedures to the Superintendent

By September 23, 2016, each school/department is expected to determine its final proposed sign-in/out procedure. School and departmental leaders will be expected to submit a written description of the selected procedure to the Superintendent no later than September 23, 2016. The Superintendent shall review and approve each school/department’s final plan. Schools and departments will follow the procedure outlined in the plan unless otherwise notified by the Superintendent.